



<b>Job Title:</b>	Accounts Executive	<b>Job Category:</b>	Project
<b>Department/Group:</b>	Finance	<b>Job Code/ Req#:</b>	SM02
<b>Location:</b>	Nagpur	<b>Travel Required:</b>	No
<b>Level/Salary Range:</b>	1.5-2 L	<b>Position Type:</b>	Full time
<b>HR Contact:</b>	Rahul – 8208178571	<b>Date Posted:</b>	23.01.2022
<b>Will Train Applicant(s):</b>	Yes	<b>Posting Expires:</b>	30.01.2022
<b>External Posting URL:</b>	www.idacind.in		
<b>Internal Posting URL:</b>	NA		
<b>Applications Accepted By:</b>			
<b>EMAIL:</b> idac.jas@gmail.com Subject Line: Applying for the post of Accounts Executive			
<b>Job Description</b>			
<b>ROLE AND RESPONSIBILITIES</b>  The ideal candidate will be involved with preparing financial reports and statements, bank reconciliations, and conducting cyclical audits. Moreover, the candidate must have strong interpersonal skills and possess a strong business acumen.  <ul style="list-style-type: none"><li>• Maintaining daily records and MIS reporting for budgeted fund allocation</li><li>• Purchase entries and due date payments to suppliers</li><li>• Invoice punching and timely payment collection</li><li>• Processing of funds transfer, salary and Contractor payments</li><li>• Monthly ESIC, EPFO, PT, Challan and online payments</li><li>• Branch operations and Audit Compliance.</li><li>• Respond to parties' queries to inform them about the status of their transactions and payment advises.</li><li>• Monthly balance sheet</li><li>• TDS working &amp; Challan payment</li><li>• GST working &amp; Challan payment</li><li>• Purchase/sale/Receipts/ J V/Creditor report</li><li>• Bank Reconciliation on daily basis</li><li>• Party reconciliation / GST reconciliation on monthly basis</li><li>• Monthly stock report and Stock audit</li><li>• Vendors / party payments</li><li>• Sale / Purchase / GRN / PO</li><li>• Transport bills &amp; E-way bill records</li></ul>			

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- Bachelor's degree in Accounting or related field
- Ability to interpret and analyze financial statements and periodicals
- Fluency in Microsoft Office suite (Outlook, Excel, Word, PowerPoint, etc.)
- Should have worked with Tally ERP9/ERP software
- Should have worked with Engineering/Manufacturing company

**PREFERRED SKILLS**

Past industrial experience  
Graduation – B. COM  
Post-Graduation – M. COM

**ADDITIONAL NOTES**

Candidate having industrial experience will be given preference in hiring

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	